

Maine State General Schedules – Revised June 2015 (Quality Management Records)

General Schedule Number: 15 Quality Management Records

1 AGENDAS AND MINUTES OF QUALITY COUNCIL MEETINGS

A record copy of agendas and minutes of all Department, Bureau, and Division Quality Council meetings shall be maintained by the department's Quality Management Coordinator. Minutes more than 3 years old may be transferred to Archives at the Coordinator's discretion.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Archival
Retention of Copies:	N/A
Date Adopted:	4/12/2000

2 MINUTES AND FINAL REPORTS OF PROCESS ACTION, PROCESS PLANNING, AND WORK TEAMS

Minutes and final reports of all Process Planning Teams, Work Teams, and officially chartered Process Action Teams shall be maintained by the department's Total Quality Management Coordinator. Minutes more than 3 years old may be transferred to Archives at the Coordinator's discretion.

Agency of Record:	Creating Agency
Retention of Record Copy:	3
Disposal:	Archival
Retention of Copies:	N/A
Date Adopted:	4/12/2000

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.